

## FACT SHEET

SUBJECT: Ceremonies for Separating Soldiers

1. PURPOSE. To provide information concerning departure ceremonies for soldiers honorably separating from the Army.

2. FACTS.

a. Unit commanders must conduct departure ceremonies required by AR 635-10, Processing Personnel for Separation, para 3-1: "During pre-transition processing and prior to the soldier's departure from the unit, commander and/or the installation representative will conduct a command departure ceremony for each member transitioning with an honorable character of service (excludes AR 635-200, chs 9, 10, 11, 13, 14, and 15) to express the Army's appreciation and gratitude for the service rendered by the soldier."

b. Responsibilities.

(1) MUC/separate commanders will:

(a) Conduct a dignified departure ceremony for soldiers (officer and enlisted) who are separating, but not retiring from the service and will receive honorable discharge certificates. At a minimum, the ceremony will include the presentation of the Army Lapel Button (ALB). Award of the ALB is to provide an appropriate identification of veterans for their honorable active Federal service in the Army of the United States (AR 600-8-22, ch 6, sec III). The ALB will not be given to soldiers separating honorably under adverse reasons, i.e., 1) unsatisfactory performance; 2) entry level performance; 3) misconduct; 4) homosexual conduct; 5) drug abuse; 6) alcoholism; 7) for the good of the service or 8) security reasons.

(b) Prepare and file a memorandum for record of the event which is inspectable during Division CIP. At a minimum, this memorandum will include the individual's name, rank and award presented, as well as the date and location of the event.

(c) Request the ALB from ACofS G1, Personnel Operations Branch NCOIC, 798-5194.

(2) ACofS, G1 will:

(a) Inspect units for the memorandum of record during unit CIP.

(b) Maintain a sufficient stock of the ALB and issue to units when requested.

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c. Soldiers who are retiring will continue to receive appropriate recognition and appreciation of service on the occasion of their retirement at the monthly Division Retirement Ceremony.

3. POC is CPT Carroll, Chief, Plans and Operations, ACofS, G1, 798-7362.

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